



General Engineering Contractor
License No. 751678

**SMALL BUSINESS SUBCONTRACTING PLAN
(APPLICABLE TO LARGE BUSINESS ONLY)**

DATE: 12/09/03

**SUBCONTRACTING PLAN FOR SOLICITATION NUMBER: CA PRA YOSE 14(2),
CA PRA YOSE 16(4)**

DESCRIPTION OF WORK REQUIRED TO PERFORM THE CONTRACT:

Project will consist of Bridge Demolition and Replacement, Road Reconstruction, Retaining Walls, Guardwalls, and Drainage on 6.91 miles of roadway for CA PRA YOSE 14(2), South Fork Merced River Bridge and CA PRA YOSE 16(4) El Portal Road, in Yosemite National Park, Mariposa County.

SUBMITTED TO:

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION
ATTN: MS. LEE ANN BUSH
555 Zang St, Suite 259
Lakewood, CO. 80228**

SUBMITTED BY:

COMPANY'S NAME :	<u>Mitchell Engineering</u>
ADDRESS :	<u>Pier 26 The Embarcadero</u> <u>San Francisco, CA. 94105</u>
TELEPHONE NUMBER :	<u>(415)227-1040</u> FAX : <u>(415)227-1046</u>
POINT OF CONTACT:	<u>Michael A. Silva</u>

This Subcontracting Plan is submitted in accordance with Federal Acquisition Regulation (FAR) clause 52.219-9 "Small Business Subcontracting Plan" and 52.219-8 "Utilization of Small Business Concerns.

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SDB

The following, together with any attachments, is hereby submitted as a Subcontracting Plan to satisfy the applicable requirements of Public Law 95-507.

1. (a) Dollar Amounts and subcontracting goals percentage.

	Amount	Percentage
Prime Contract	<u>\$4,200,000</u>	<u>100%</u>
Planned subcontracting	<u>\$1,483,550</u>	<u>35%</u>
Large Business (LB)	<u>\$1,319,034</u>	<u>31%</u>
Small Business (SB)	<u>\$164,516</u>	<u>4%</u>

- (1) Historically Underutilized Business Zone (HUBZone) SB: \$0 0%
- (2) Women-Owned Small Business (WOSB): \$9,583 .2%
- (3) Small Disadvantaged Business (SDB): \$154,933 4%
- (4) Veteran-Owned/Service Disabled Veteran-Owned Small Business Concerns (VET)/(SDVET): \$0 0%

2. a. The principal items or areas we will seek to subcontract under this contract are:
Fencing, Traffic Control, Bridge Demo., Cold Planning, Surveying, Rebar, Pre-Stressing, Micro Surfacing, Masonry, Expansion Joints & Pads, Electrical, Construction Supplies.

- b. Of these items or areas stated in item 2a; the following are considered appropriate for award of subcontracts to:

- (1) HUBZONE SB: All of the Above Items
- (2) WOSB: All of the Above Items
- (3) SDB: All of the Above Items
- (4) VET/SDVET: All of the Above Items

3. The method used to develop the above subcontracting goals is described as follows: (i.e., Statements explaining how the product and service areas to be subcontracted were established; how the areas to be subcontracted to SB, HubZone, SDB, WOSB and VET/SDVET, concerns were determined, and how these concerns capabilities were determined, to include identification of sources lists utilized in making these determinations.)



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The subcontracting goals were developed by identifying categories of work likely to be subcontracted and soliciting quotations from speciality subcontractors who were listed as plan holders and SB/SDB concerns listed on Mitchell Engineering's vendor database which was developed and is maintained through contacts with business development and outreach organizations.

4. The method used to identify potential sources for solicitation purpose is as follows:

Small Business Administration

Project Planholder list

Contacts with minority and small business trade associations

5. Indirect costs are () are not (X) included in the goals. If indirect costs are included, a description of the method used to determine the proportionate share of indirect costs to be incurred with SB, HUBZone, WOSB, SDB, and VET/SDVET concerns follows:

6. The individual who will administer the firms subcontracting program is:

a. Name: Dan Russell
Address: 15500 - 26 Mile Road
Oakdale, CA. 94588-8535
Telephone Number: (209) 845-2178

- b. A Description of the duties of the subcontracting plan administrator are as follows:
General overall responsibility for this company's SB program, the development, preparation and execution of individual subcontracting plans and for monitoring performance relative to contractual subcontracting requirements contained in this plan. This would include but would not be limited to:

- (1) Developing and maintaining bidders list of SB, HUBZone, SDB, WOSB, and VET/SDVET concerns from all possible sources.
- (2) Ensuring that procurement packages are structured to permit SB, HUBZone, SDB, WOSB, and VET/SDVET concerns participation to the maximum extent possible.
- (3) Assuring inclusion of SB, HUBZone, SDB, WOSB, and VET/SDVET concerns in all solicitations for products or services that they are capable of providing.
- (4) Reviewing solicitations to remove statements, clauses, etc. which may tend to restrict or prohibit SB, HUBZone, SDB, WOSB and VET/SDVET participation.
- (5) Ensuring periodic rotation of potential subcontractors on bidders list.



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- (6) Ensuring that the bid proposal review board documents it's reasons for not selecting low bids submitted by SB, HUBZone, SDB, WOSB and VET/SDVET concerns.
 - (7) Ensuring the establishment and maintenance of records of solicitations and subcontract award activity.
 - (8) Provide notice to subcontractors concerning penalties and remedies for misrepresentations of business status.
 - (9) Attending or arranging for attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.
 - (10) Providing technical assistance (ie., engineering, quality control and managerial assistance) to SB, HUBZone, SDB, WOSB, and VET/SDVET as needed.
 - (11) Ensuring that SB, HUBZone, SDB, WOSB, and VET/SDVET will be provided the maximum practicable opportunities to participate.
 - (12) Monitoring attainment of proposed goals.
 - (13) Preparing and submitting periodic subcontracting reports as required.
 - (14) Coordinating contractor's activities during the conduct of compliance reviews by Federal Agencies.
 - (15) Coordinating the conduct of the contractor activities involving its SB, HUBZone, SDB, WOSB, VET/SDVET subcontracting program.
 - (16) Additions to the duties specified above are as follows: **None**
8. The company will make the following efforts to assure that SB, HUBZone SB, SDB, WOSB and VET/SDVET concerns will have an equitable opportunity to compete for subcontracts.
- a. Outreach efforts to include contacts with SB trade associations and business development organizations.
 - b. Attendance at small business procurement conferences and trade fairs.
 - c. Sources will be obtained from SBA's Procurement Marketing and Access Network (PRO-NET) listing, SDBs, and HUBZone SB concerns listings, and SBA's Sub-Net.
 - d. SB, HUBZone, SDB, WOSB, and VET/SDVET concerns source lists guides and

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other data identifying these types of concerns will be maintained and utilized by buyers in soliciting subcontracts.

e. Additions to the above listed efforts follows: None

9. The company will include the clause entitled "Utilization of Small Business Concerns" 52.219-8, in all subcontracts which offer further subcontracting opportunities and will require all subcontractors (except SB concerns) who receive subcontracts in excess of \$500,000 (\$1,000,000 for construction) that has subcontracting possibilities, to adopt and comply with a plan similar to the plan agreed to by this firm. The plan will comply with the requirements of the clause 52.219-9, "Small Business Subcontracting Plan". Such plans will be reviewed by comparing them with the requirements of the clause 52.219-9, and assuring that all minimum requirements of an acceptable subcontracting plan have been satisfied. The acceptability of percentage goals shall be determined on a case-by-case basis depending on the supplies/services involved, the availability of potential small business concerns and prior experience. Once approved and implemented, the plan will be monitored through the submission of periodic reports, and/or, as time and availability of funds permit, periodic, visits to the subcontractors facilities to review applicable records and the subcontracting program progress.
10. The company will submit such periodic reports and cooperate in any studies or surveys conducted by the U.S. Army Corps of Engineers, Little Rock District, or the Small Business Administration (SBA) in order to determine the extent of compliance by the company with the subcontracting plan. Standard Form (SF) 294 "Subcontracting Report for Individual Contracts" and SF 295 "Summary Subcontract Report" will be prepared and submitted no later than 15 days after the close of each reporting period. The company will ensure that its subcontractors (except SB concerns) submit SF 294 and SF 295 when required. The address and telephone number of the office responsible for preparation and submission of the reports is:
- a. Name: Dan Russell
Address: 15500 - 26 Mile Road
Oakdale, CA. 95361
Telephone Number: (209) 845-2178
11. The company will maintain records to demonstrate procedures that have been adopted to comply with the requirements and goals set forth in the plan. In order to be considered acceptable the records shall include at least the following items:
- a. SB, HUBZone, SDB, WOSB and VET/SDVET source lists, guides and other data identifying these types of vendors.
- b. Organizations contacted or to be contacted for SB, HUBZone, SDB, WOSB and VET/SDVET sources.

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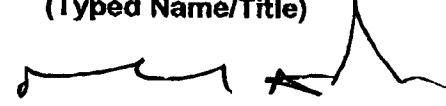
- c. Records of each subcontract solicitation resulting in an award of more than \$100,000 indicating
 - (1) whether SB, HUBZone, SDB, WOSB and VET/SDVET concerns were solicited, and if not, why not.
 - (2) if applicable, the reason award was not made to a small business concern.
 - d. Records of any outreach efforts, to include Trade Associations, Business Development Organizations, and conferences and trade fairs to locate SB, HUBZone, SDB, WOSB and VET/SDVET sources.
 - e. Records of internal guidance and encouragement provided to buyers through workshops, seminars, training, and monitoring performance to evaluate compliance with the program's requirements.
 - f. On a contract-by-contract basis, records to support award data submitted by the offeror to the Government, including the name, address, and business size of each subcontractor.
 - g. Procedures to ensure the timely payment of amounts due subcontractors pursuant to the terms of the subcontracts with SB, HUBZone, SDB, WOSB and VET/SDVET concerns.
 - h. Records to be maintained in addition to the above are as follows: As requested
12. Plan of Action (If applicable): As of the date of this letter Mitchell Engineering has confirmed from Subcontractors/Suppliers a 4% participation for SB, HUBZone, SDB, WOSB, and VET/SDVET businesses. Our plan of action is to try to increase this participation to a goal of 10% to 15%. Mitchell Engineering will try to achieve this goal by means outlined within this plan, and if possible transfer scope of work intended for the Prime Contractor and it's Subcontractors to self perform to these businesses. The location of this project as well as the dollars for materials and specialized scope of work was a contributing factor to the low percentage received by Mitchell Engineering at time of bid.

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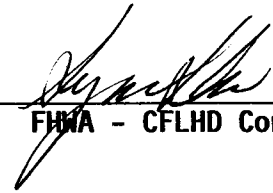
13. I, the undersigned, a designated officer of **Mitchell Engineering**, do hereby state that the company agrees to carry out the Government's policy to provide the maximum practicable opportunity for SB, HUBZone, SDB, WOSB, and VET/SDVET to participate in the performance of this contract consistent with its efficient performance.

Michael A. Silva, President
(Typed Name/Title)



(Signature)

Plan Accepted by



Date 12/10/03

FHWA - CFLHD Contracting Officer